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Central Intelligence Agency

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Washington, D. C. 20505

2 9 JAN 1986

Mr. S. R. Cook, Jr. Chief, Energy Management Section General Services Administration National Capital Region Washington, D.C. 20407

Dear Mr. Cook:

We have received and reviewed the National Capital Region's (NCR) Energy Emergencies and Contingency Plan and request the following change be incorporated in the listing of client agencies Energy Coordinators:

Chief, Headquarters Operations, Maintenance and Engineering Division, Office of Logistics Room 3E14 Headquarters
Washington, D.C. 20505
Telephone

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Thank you for keeping us informed of this important program.

Very truly yours,

STAT

Chief, Headquarters Operations, Maintenance and Engineering Division, Office of Logistics

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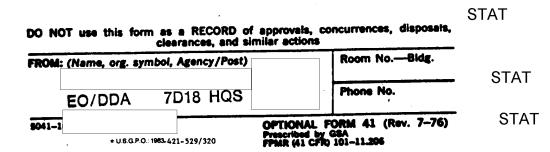
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DEC 1 9 1985

Mr. Harry E. Fitzwater Deputy Director for Administration Central Intelligence Agency Washington, DC 20505

Dear Mr. Fitzwater:

Attached for your review and comment is the National Capital Region's (NCR) Energy Emergencies and Contingency Plan.

This plan is designed to identify the actions to be taken by the NCR, with the assistance of their client agencies, in the event of an energy emergency.

It is requested that particular attention be given to the client agency coordination section. This section contains the procedures and a listing of the client agencies' Energy Coordinators. If this listing is incorrect or your agency is not listed, it is requested that you provide the correct data.

It would be appreciated if you could provide any comments to Mr. S. R. Cook, Jr., Chief, Energy Management Section (WPBO-E) by February 18, 1986. Any questions may also be directed to Mr. Cook by calling 755-1547.

Your cooperation in this extremely important program is appreciated.

Sincerely,

WILLIAM F. MADISON Regional Administrator

Enclosure